

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Relocation of EAP to Headquarters Reception Area

FROM:

 Gary E. Foster  
 Director of Medical Services

EXTENSION

NO.

DD/A Registry

DATE

~~87-1111X~~

28 May 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXA/DDA

28 MAY 1987

5/20

JK

2.

A/DDA

29 MAY 1987

JA

3.

DDA

29 MAY 1987

WAF

4.

D/OMS

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Bill, we need to resolve this  
 between ops + OMS - Believe us  
 assuming right of possession - But  
 do not believe it was promised  
 to them by predecessors once the  
 new Bldg opened.

2-4

POLE DISCUSSIONS  
 The ATTACHED SPACE  
 WILL eventually become  
 ours THAT DURING OMS  
 BUILT IT UP - Some  
 TIME AWAY FOR AFRICA

DD/A Registry

87-1111X

28 May 1937

MEMORANDUM FOR: Deputy Director for Administration

FROM: Gary E. Foster  
Director of Medical Services

SUBJECT: Relocation of Employee Assistance Program  
(EAP) to Headquarters Reception Area

1. I request that the space comprising the former Headquarters reception area be allocated to the EAP. Offices adequate for 12 staff members and contractors are required. The space could immediately be put to effective use.

2. The EAP is a highly visible and intensively used employee service. Yet the EAP, whose clientele is Headquarters-based, remains unable to concentrate its resources in Headquarters where the need is greatest and where the resources can be applied most effectively.

3. The demand for EAP resources will increase further with the opening of the new building and the addition of new services (financial counseling). We have functionally realigned the mental health resources to support selection, and screening for overseas duties. It is important to have our EAP activities in close proximity to our clinical resources. We would like to maximize counseling time by avoiding the commuting necessary both to bring together OMS resources, and make these available to employees in Headquarters.

4. The space requested not only successfully resolves these issues of concern, but offers an ideal location for a EAP-like resource. The site affords easy and confidential access to employees not presently available, yet affords immediate access to other necessary OMS resources.

STAT

Gary E. Foster